



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600



DAIM-FDH

23 AUG 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Payment of Partial Dislocation Allowance (DLA) for Housing Moves
Ordered for Government Convenience

1. The purpose of this memorandum is to provide guidance on the payment of partial DLA. Effective 9 February 2002, the Joint Forces Travel Regulation (JFTR) authorized payment of \$500.00 to a member who is ordered for convenience of the government to occupy/vacate Government family quarters due to privatization, renovation or any reason other than Permanent Change of Station (PCS).
2. Partial DLA is not authorized for: local moves from Government family quarters upon separation or retirement; moves incident to PCS; moves for the convenience of the member to include moving from off-post to on-post (unless Key and Essential), promotion, and change in family size or bedroom requirement; or voluntary moves initiated by the soldier for reasons of divorce or family separation.
3. When only Partial DLA is claimed, Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business) should be submitted to the servicing Finance Office. A representative of the Housing Office must sign as the Approving Official in Block 8, and a copy of the termination orders from Government family housing must be attached. When Partial DLA is claimed with other travel entitlements, use Defense Department Form 1351-2 (Travel Voucher or Subvoucher) with certification from the housing office that the move is for the convenience of the government. The fund cite to use in both cases is 2122010.000 01-1100 P6J0000 S99999.
4. POC for this action is Mr. Tarlton, DSN 328-7742.
5. Quality Facilities for Quality Soldiers!

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:

JOHN B. NERGER
Director, Facilities and Housing

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